

JOB OPPORTUNITY

CALIFORNIA HOUSING FINANCE AGENCY



CALIFORNIA STATE GOVERNMENT

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL
STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN
ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE
SPECIAL
TRUST PLACED IN PUBLIC.

OFFICE ASSISTANT (Typing)/OFFICE TECHNICIAN (Typing) Monthly Salary Range \$1908-2465/2348-2855

An opening exists in the Asset Management Division. Under the supervision of the Housing Finance Officer, the Office Assistant / Office Technician performs the following duties:

- Edits and types memorandums, letters, reports, miscellaneous correspondence, forms etc.
- Screens visitors and telephone calls.
- Assists in updating procedures, manuals, and establishes and maintains files for the division.
- Tracks and updates project status reports, etc.
- Makes necessary travel arrangements and provides support services to various staff.

Location of Position: California Housing Finance Agency
100 Corporate Pointe, Suite 250,
Culver City, CA 90230

How to Apply: California Housing Finance Agency
1121 L Street, 7th Floor
Sacramento, CA 95814-3974
Attention: Carol LiVecchi

Please mark your envelope "Confidential". Applications will be screened, and only those most qualified will be interviewed. This position is subject to SROA clearance policies. Telephone: 916/327-5172 TDD Number: 916/323-7490

Final File Date: Open until filled.